



# Enrolment Policy

## PURPOSE

To outline the enrolment criteria and processes relating to Victorian College for the Deaf.

## AIM

To provide a transparent and efficient process of enrolment that meets the needs of the students, families, the school and DET and to ensure all eligible children enrolling at our school experience a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

## ELIGIBILITY CRITERIA

All children who are at least 5 years of age by 30 April of the year of enrolment and have a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000, 2000Hz) are eligible to apply to attend the school program at Victorian College for the Deaf. The Principal must submit an application to the Program for Students with Disabilities. In special circumstances, students who do not meet the enrolment criteria may apply to the Regional Director for consideration and decision. The school will be bound by this decision.

## IMPLEMENTATION

Victorian College for the Deaf has the following processes in place to consider enrolment applications and implement enrolment decisions:

- To determine eligibility for enrolment at the school, interested families must provide the school with:
  - a current audiogram or Cochlear Implant Clinic report less than 12 months old that evidences that the child has a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000, 2000Hz).
  - an original birth certificate – school staff will arrange for a copy to be taken and kept on the student's file. If families do not have an original birth certificate, they should discuss this with the Principal, who will advise on required alternative documentation.
- If the child is accepted to enrol at Victorian College for the Deaf, the following documentation must be provided:
  - A current immunisation status immunisation certificate (NOTE: prospective students will not be prevented from enrolling in primary school if they have not been immunised. An

unvaccinated student may be excluded from school in the event of a vaccine preventable disease occurrence at the school

- A completed Department of Education and Training 'Confidential Student Information Enrolment Form'
  
- Before enrolment into the school, the parent/family must visit the school with their child, to meet with the Principal. During this meeting the eligibility of the child will be determined. This visit should, where possible, occur prior to 1 September in the year preceding enrolment. Once the child is confirmed as eligible and a place is available, the DET 'Confidential Student Information Enrolment Form' is to be provided with details entered immediately on CASES21.
  
- Eligible students wishing to enrol at our school from another school will be able to do so on the condition that it is the commencement of the school year or the commencement of Term 3, or if the Principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
  
- When a student has been accepted to Victorian College for the Deaf, the Principal or Assistant Principal will contact principals of previous schools of the student to seek a transfer note and to discuss any academic or behavioural matters that will assist our school in providing optimal education and support to the student. The Principal or Assistance Principal may also contact principals of current or previous schools prior to the student's acceptance at Victorian College for the Deaf, with consent of the family, for the purposes of clarifying decision making responsibility for the student.
  
- Students will be allocated to classes according to a combination of class size and student needs which includes communication mode.

## COMMUNICATION

This policy will be communicated to the school community via:

- School website
- Staff induction and handbook

## REVIEW CYCLE

This policy was last updated on 24<sup>th</sup> August 2020, and is scheduled for review in **August 2024**.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: 9<sup>th</sup> March 2021

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# PROTECT

Protecting children & young people  
from abuse is our responsibility



**LEARNING | RESILIENCE | RESPECT | RESPONSIBILITY | PRIDE**